Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
1

2 Business name/disregarded entity name, if different from above
2

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
3

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
4

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
5a

Requester's name and address (optional)

6 City, state, and ZIP code
5b

7 List account number(s) here (optional)
6

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number 7a

or

Employer identification number 7b

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 8a Date ▶ 8b

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

• Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross

CARES 3.0 W-9 信息

请仔细阅读以下的指引

如果你是第一次申请CARES （在这之前**从来没有**获得过CARES的津贴），或者你在此之前有填写过W-9表格，但你现在的资料有变化 （包括姓名，地址， 或你退税的资料有变化），你都一定要呈交W-9的表格。

如果你以前获得过任何一轮CARES的津贴，而且之前所填写W-9的资料不需要做任何的更改，那么你就**不需要**重新提交新的W-9表格。

如何填写W-9的表格

Field 1 填写你退税表上的法定姓名。

Field 2 如果你有注册的公司名字，请填写。否则，请留空。

Field 3 在其中的一项选择上打勾。

Field 4 **不要填写。**

Field 5a & 5B 填写你退税的地址。如果你的邮寄地址和退税的地址不一样，请通知我们。

Field 6 不要填写。

Field 7a 填上你的社会安全号。

或

Field 7b 填上你的雇主识别税号。

Field 8a &8b 请签名和填写当天的日期，然后选其中一种方式完成成交W-9:

将这表格打印出来，然后上传到 “我的文件” （my document)

或

用Docusign 的软件在W-9表格上，用电子签名签上你的姓名。

CARES团队无法提供任何税务建议。如果你需要税务建议，请查阅此列表 了解其他机构提供的税务服务。

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